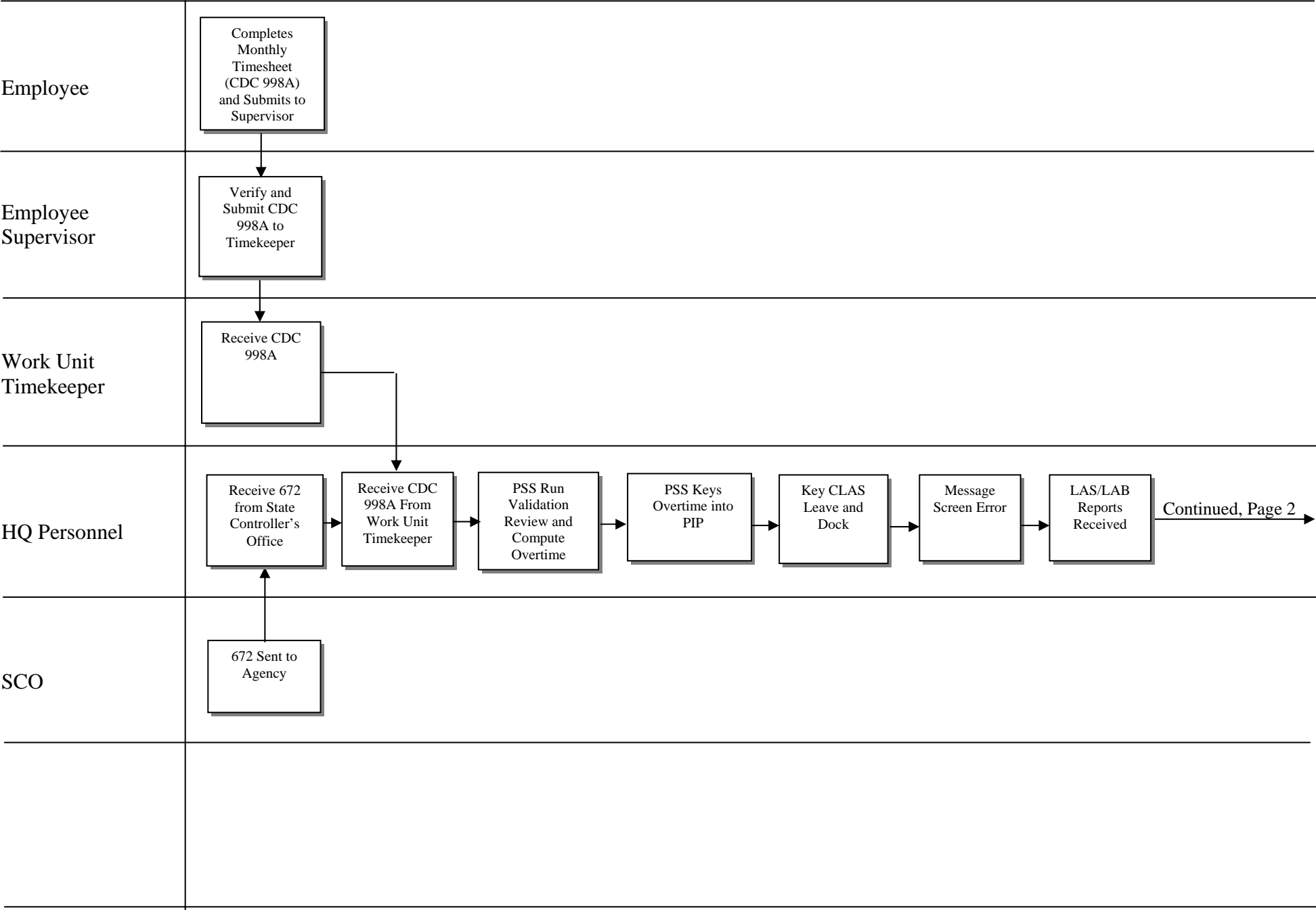


Human Resources Management-Attendance-Headquarters, Page 1



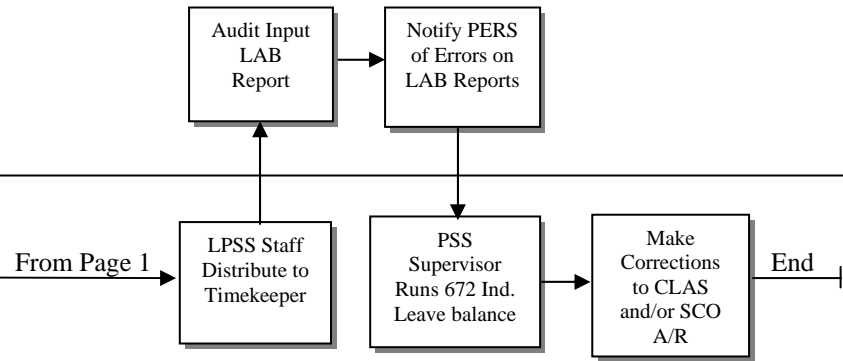
Employee

Employee
Supervisor

Work Unit
Timekeeper

HQ Personnel

SCO



Human Resources Management-Attendance-Headquarters

Inputs

998 A

Intermittent pay

672

Outputs

672 (ot calculation)

Leave letter

lab (leave accounting balance) reports

leave accounting system (las)

Constraints

MOU – use of time

DPA

FLSA

Storage Requirements

Timesheets (3 years)

Report Requirements

Lab report to personnel

Leave reports

CLAS (Chris borrow report manual from Kathy Cope/has binder)

Potential Policy Issues

General Requirements

Currently maintaining hard copies of warrant registers (listing of each employee with the total check amount and detailing each deduction) keeping on trial basis for 6 months

Systems

PIP (payroll report process)